



Information on Incorporating a Nonprofit Corporation

This guide-sheet is not intended to substitute nor replace the advice of legal counsel. A corporation is formed in the State of Utah by filing Articles of Incorporation with this office in duplicate, together with the appropriate fee. While this office does not furnish forms for this purpose, the following information may be of assistance to you.

The Articles of Incorporation may be submitted in duplicate and must include with signatures the following information (U.C.A. Section 16-6a-202):

- a. The name of the corporation.
- b. The business purpose or purposes of organizing the corporations, including important language required by the IRS for federal tax exemption.
- c. The number of shares the corporation is authorized to issue. If more than one class of shares is authorized, each class must be designated along with a description of the preferences, limitations and relative rights of each class. For additional information, see 16-6a-202 of the Utah Code.
- d. A **statement** declaring whether or not the corporation will have "voting members".
- e. The number of directors constituting the initial governing board [at least three (3)] and may list the name of each of those directors (optional with Articles until first annual report).
- f. The Utah street address of the corporation's registered office and the name and signature of the registered agent at that address accepting appointment as registered agent.
- g. The name, street addresses and verified signatures of each incorporator (at least one).
- h. The street address for the principal office (optional with Articles until first annual report).

A non-refundable processing fee in the amount of \$22.00 must be remitted with the Articles.

Where to file: You may file in person, Mail or by Fax. Means of payment are, cash, check, money order. **If you are faxing you must include, on a cover sheet, the number of a Visa or MasterCard with the date of expiration.**

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